



Welcome to the 2007

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**Early Intervention  
Conference**



# Introduction of the 9 Districts

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- First TN
- East TN
- Southeast TN
- Upper Cumberland
- Greater Nashville
- South Central
- Southwest TN
- Northwest TN
- Memphis Delta



# Today's Schedule- May 1<sup>st</sup>

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- 1:15-2:45 Part C in Tennessee
- 2:45-3:15 Break
- 3:15-4:30 State Personnel Issues
- 5:00-6:00 The Challenge of Organizational Change



# Tomorrow's Schedule- May 2<sup>nd</sup>

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8:00 -8:45 Morning gathering

8:45-10:00 Infant and Toddler Mental Health

10:15-11:30 Developing and Using Functional Goals

12:00-12:45 CoverKids

1:00-2:15 Breakout sessions

2:45-4:30 Financial Case Management/System of Payments and Closing Remarks



# Thursday, May 3<sup>rd</sup>

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- 9:00- Noon SICC Meeting



# Part C in Tennessee

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**Presented by the Office of Early Childhood**

**Jamie Kilpatrick**

**Linda Hartbarger**

**Catherine Goodwin**

# Initiatives and Activities as of May 1, 2007

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- Part C State Application to OSEP submitted
- State APR completed & awaiting OSEP response
- System of Payments Policies Finalized
- TEIDS/ Filemaker Pro
- Targeted Case Management (TCM)
- TRIAD 1 day workshops completed
- TRIAD 3 day academies in progress
- All agency CIMP reports submitted



# CIMP Reminders

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- October 15, 2007 APR Submission
- Entities which will submit APR:
  - 9 District TEIS POEs
  - EIRAs
  - TIPS
  - DMRS
- Reporting time frame:
  - July 1, 2006-June 30, 2007



# CIMP Continued...

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- Utilization of current PIP Document
  - Section 3: Discussion of Trend Data
  - Section 2: Targets
  - Section 5: Future Activities
- Primary Data Sources remain the same
- Minor changes to Record Review and Guidance Matrix



# CIMP Continued...

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- APR Training:
  - One training per District
  - Statewide training schedule
  - Projected timeframe- July/August
- OSEP requirement for public reporting
- Future revisions projected in 2008



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# The Reform of Part C



# A Picture of the Reform

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- Policy Analysis of the early intervention system was completed at the request of the Department of Education Commissioner
- The Analysis was requested to examine ways in which the system might operate more efficiently and serve more children
- The Analysis involved multiple State agencies

- The reform of TEIS resulting from the Analysis will build on the system's current strengths and create new opportunities for Tennessee families. It will guide TEIS toward an efficient, effective service and administrative system to provide as many Tennessee families as possible with quality Early Intervention Services
- Final Analysis Report and Recommendations endorsed by the Department of Education and the Division of Mental Retardation Services are available at:

<http://tennessee.gov/education/speced/TEIS/>



# Principle Recommendations

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- Streamline Eligibility Determination
- Strengthen Service Coordination
- Develop functional Individualized Family Service Plans built on routines based family assessments



# Principle Recommendations

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- Unify TEIS, Tennessee Infant Parent Services (TIPS) and Early Intervention resources of the Division of Mental Retardation Services (DMRS)
- Reorganize State and District level administration



# Principle Recommendations

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- Define and provide a new program of state Early Intervention services for families whose children are not eligible for Part B services at age 3 years



# Principle Recommendations

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- Leverage federal Medicaid dollars for Developmental Therapy with a portion of current state appropriations
- Implement other fund expansion opportunities

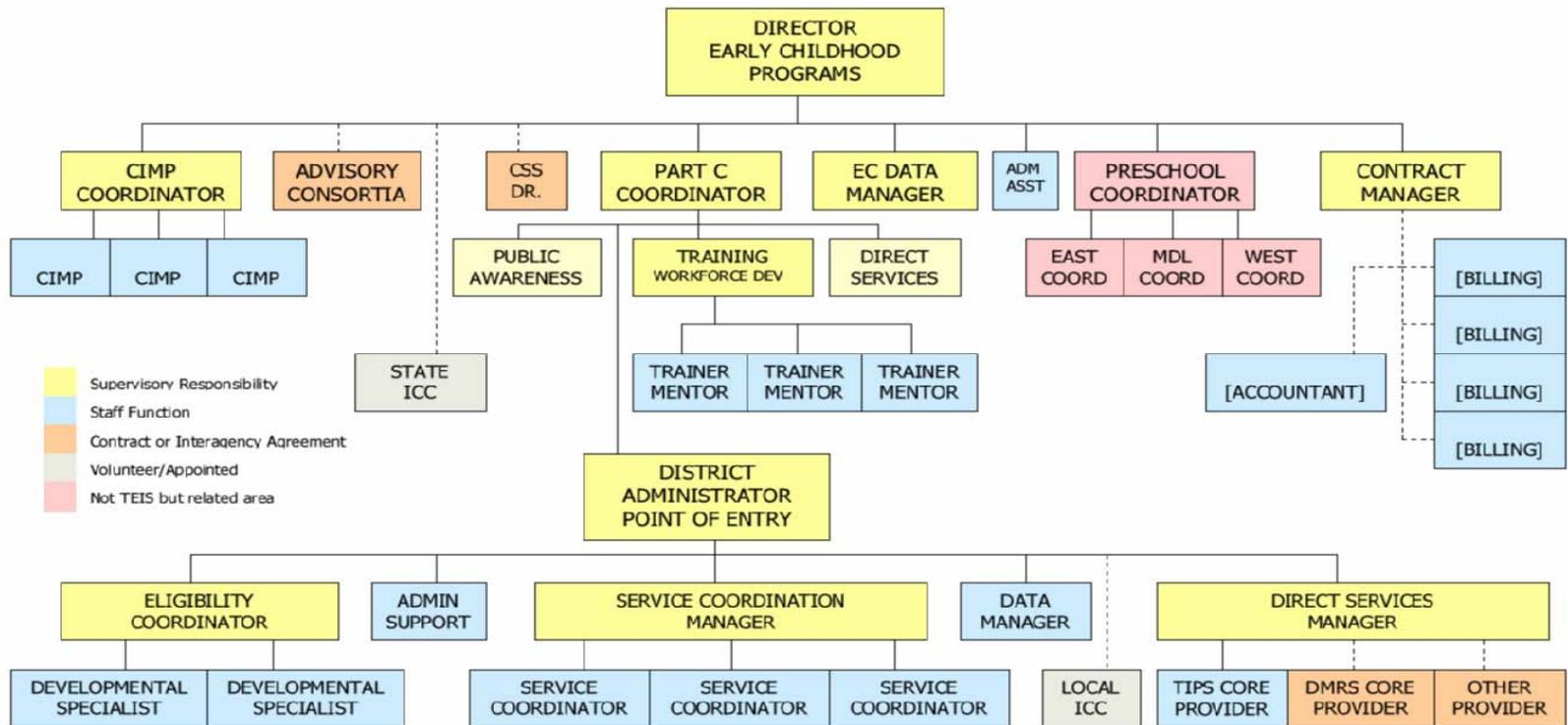


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# Creating a Unified System

# Recommended Organizational Structure from Analysis

MODEL  
STATE & DISTRICT TEIS ORGANIZATIONAL STRUCTURE





# Creating a Unified System

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- Current DMRS programs will become Early Intervention Resource Agencies (EIRA) as of July 1, 2007
- Current TEIS and TIPS programs will unify by September 30, 2007
- Establish Single Point of Entry Offices by September 30, 2007



# Special Schools Background

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- Historical tie to State Special Schools
- It is a misnomer to refer to TIPS as a State Special School.
- There was no legislative action establishing TIPS as a special school.
- Current state staff



# Special Schools Future

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- Tennessee School for the Blind (TSB)
- TSB is centrally located in the state
- TSB is an existing State Special School
- TSB will be the mechanism for the unified system
- This was an administrative decision during implementation planning



# Central Reimbursement Office (CRO)

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- Centralized contracting at DOE
- Establish Vendor Agreements in lieu of contracts by July 1, 2007
- Establish Data Management and Reimbursement Function by September 30, 2007



# District Locations

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- Establish (9) Single Point of Entry Offices by October 1, 2007
- Establish SPOE offices in visible community locations
- Co-locate in District Education Offices, LEA Education or Special Education Offices, or County Health Departments



# District Teams

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District Administrator  
Eligibility Coordinator  
Service Coordination Manager  
Direct Service Manager  
Administrative Secretary  
Data Manager  
Developmental Specialists  
Service Coordinators  
Early Interventionists  
Early Intervention Resource Agencies  
State Approved Vendors



# State Employee Information

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- Job Classification Description and Salary Range:  
<http://www.ja.state.tn.us/personnel/JobSearch/AdminJobSearch.jsp>
- State Employee Benefit Information:  
<http://www.ja.state.tn.us/personnel/JobSearch/EmployeeBenefits.jsp>

# State Staff Positions

<b>Office of Early Childhood Programs Staff Titles</b>	<b>State of TN Job Classifications</b>
Director	Ed Consultant 3
Part C Coordinator	Ed Consultant 2
CIMP Coordinator	Ed Consultant 2
Contract Manager	Ed Consultant 2
EC Data Manager	Statistical Research Spec.
Preschool Coordinator	(Part B Funds)
CIMP	Program Monitor 2
Public Awareness	Ed Consultant 2
Trainer Mentor	Training Officer 1
Direct Services	Ed Consultant 2
Part B Regional Consultants	(Part B Funds)
Accountant	Accountant 2
Billing	Accounting Technician 1

# SPOE Staff

Single Point of Entry (POE) Staff Titles	State Job Classifications
District Administrator	Field Supervisor 2
Eligibility Coordinator	Field Supervisor 1
Service Coordination Manager	Field Supervisor 1
Direct Service Manager	Field Supervisor 1
Administrative Secretary	Administrative Secretary
Data Manager	Office Automation Specialist
Developmental Specialist	Social Services Specialist 1
Service Coordinator	Social Services Specialist 1
Early Interventionist	Part-time Special School Teacher
Early Intervention Resource Agency	Contract
State Approved Vendor	State Approved Vendor



# Implementation

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- Authorize and publish an Authorized Diagnosis/Medical Conditions List
- Authorize and publish an Adaptive Equipment List
- Finalize Eligibility Procedures and required tools
- Revise IFSP Manual



## Implementation Cont...

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- Revise Training Materials
- Finalize Operations Manual
- Finalize Billing Manual
- Develop Public Awareness Plan
- Destruction of Records by July 1, 2007, maintaining records for a period of three years after the child's third birthday



# Destruction of Records

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- Publicize the public notice for 30 days in local papers beginning no later than May 15, 2007
- Provide records to families who request file by the deadline date in the public notice: June 15, 2007
- Properly destroy remaining records by July 1, 2007

# Destruction of Records- Public Notice for TEIS District Offices

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- *The following statement has been approved for publication in local newspapers by the Department of Education Division of Special Education Staff Attorney. Do not alter any text. Please insert your agency phone number.*
- Pursuant to the Individuals with Disabilities Education Act (IDEA) (34 C.F.R. 300.624) and the Family Education Rights and Privacy Act (FERPA) (34 C.F.R. 99), Tennessee Early Intervention Services (TEIS) will be destroying special education records that are older than three (3) years past the date the child would be eligible for any early intervention services. This includes all records from January 1, 2004 or earlier. The following information will be kept as a permanent record of each child served: name; address; phone number; and eligibility determination record. Parents who wish to have the remainder of their old files should contact TEIS at \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_. Please do so before June 15, 2007. Records will be destroyed after that date.

# Destruction of Records- Public Notice for TIPS Program Offices

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- *The following statement has been approved for publication in local newspapers by the Department of Education Division of Special Education Staff Attorney. Do not alter any text. Please insert your agency phone number.*
- Pursuant to the Individuals with Disabilities Education Act (IDEA) (34 C.F.R. 300.624) and the Family Education Rights and Privacy Act (FERPA) (34 C.F.R. 99), Tennessee Infant Parent Services (TIPS) will be destroying special education records that are older than three (3) years past the date the child would be eligible for any early intervention services. This includes all records from January 1, 2004 or earlier. The following information will be kept as a permanent record of each child served: name; address; phone number; and eligibility determination record. Parents who wish to have the remainder of their old files should contact TIPS at \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_. Please do so before June 15, 2007. Records will be destroyed after that date.



# Communication Plan

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- Status Conference Calls with Administrative Leadership  
Bi-weekly  
Tuesdays 10:00-Noon CST
- SPOE Staff Meetings
- Vendor Meetings
- Regional Communication Forums open to the Public